

SUPPLEMENTAL JOB DESCRIPTION

Classification: Part Time Intern

Function Code: 8091-090

Position Title: Intern

Date Established: 9/26/03

Position Number: PTDPHS003

Date of Last Amendment: 9/26/03

SCOPE OF WORK: Performs a variety of tasks in the STD/HIV Section related to the functions of the HIV and STD Prevention Program.

ACCOUNTABILITIES:

- Assists with data entry, re-coding and cleaning of the HIV Counseling, Testing and Referral (CTR) Services database maintained by the NH STD/HIV Section.
- Conducts preliminary data analysis on selected variables within the HIV CTR database.
- Assists in interviews of patients and investigative activities to locate partners of persons infected with chlamydia, gonorrhea and syphilis.
- The STD/HIV Section will supervise the qualified applicant.
- Responsible for working no more than 15 hours per week for up to 4 months.

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MINIMUM QUALIFICATIONS: The candidate should be currently enrolled in an undergraduate or graduate program with a concentration in public health, nursing human services, epidemiology or other related field. The candidate should have strong data analysis and verbal and written communication skills. Experience with epiInfo I preferred. The candidate should also have the ability to freely discuss embarrassing and confidential topics dealing with sexual issues. The STD/HIV Section will supervise the qualified candidate.

DISCLAIMER STATEMENT: The supplemental job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

SIGNATURES: I have reviewed this job description for content.

Reviewer's Name, Title & Position #: Denise Rondeau, Administrator I, #18588

Reviewer's Signature

Date Reviewed

I have reviewed the content of the above job description with my supervisor.

Employee's Name and Signature

Date

Supervisor's Name, Title, & Position #: Kathy Desilets Program Planner III, #42902

I have discussed the work responsibilities outlined by this supplemental job description with the above employee.

Supervisor's Signature

Date Reviewed

Division of Personnel

Date Approved